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|--------------------------|------------------------------------|------------------|-----|-------------------|------------|
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| <b>Owner/Approver:</b>   | VP, Marketing and Brand Experience |                  |     |                   |            |
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# Business Meetings, Corporate Events, and Catering Standards

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## 1. Purpose

The purpose of this procedure is to establish a standardized approach for strategically managing business meetings and corporate events held at Leidos facilities across the enterprise to maximize cost savings, mitigate risk, ensure brand adherence, promote ethical execution, and facilitate professional service quality.

## 2. Scope and Applicability

The scope of this procedure applies to all Leidos employees, owned or leased company facilities (both domestic and international), wholly owned subsidiaries and suppliers/vendors. This procedure does not supersede applicable laws and excludes customer meetings and events being supported under contracts.

This procedure outlines the rules for use of Leidos Conference Facilities, Conference Services, contractors (e.g., Flik, JLL, etc.), and other RE&WS resources for functions held at Leidos. These rules apply to all Leidos employees and contractors holding meetings or events within Leidos where conference and/or dining resources are available.

### 3. Responsibilities

The following definitions and responsibilities apply for the purposes of this procedure:

- The Corporate Events team within Communications & Marketing shall lead logistics planning, execution, and post event support for the Corporate Events listed in 4.5.1 (Corporate Events - Definition).
- If a function does not meet the criteria for a Corporate Event and falls within the Business Meeting/Event definition (see Section 4.5.2), Conference Services can lead logistics planning, execution, and post-event support for Business Meetings/Events on a case-by-case basis as resources allow.
- When Corporate Events and Conference Services are not leading logistics planning activities for a meeting or event, Leidos Executive Assistants (EAs) and administrative staff must take a proactive role in the coordination and execution process using the instructions outlined in the Leidos Self-Service Event Planning Guide.

### 4. Procedure

The following procedure has been established to address:

- The use of Leidos conference facilities including bookings, relocations, and extended use requests
- Catering standards
- Provision of alcohol
- Service levels

#### 4.1 Conference Facilities Usage

Leidos conference facilities must be used for company-related business purposes and reserved via EMS. The following groups are authorized to utilize Leidos Conference Facilities:

- Customers (under active contract)
  - Customers utilizing Leidos conference facilities must work through a Leidos point of contact (POC) who directly supports their contract.
  - The POC must agree to act as a liaison between their customer and Conference Services on communications, logistics, catering, payments, etc.
- Internal Leidos Groups
  - Corporate Events (see section 4.5.1)
  - Leidos staff meetings, management meetings, training courses, etc.

- Employee events planned by employees for employees (e.g., Leidos employment anniversaries, retirement events, etc.)
- Business Partners
  - Companies that partner with Leidos on contracts, bids and proposals, etc.
- Charitable Organizations (approval required)
  - Must have an existing relationship with Leidos (the company; not an individual) and:
  - Be approved by the Leidos Director of Corporate Social Responsibility
  - Work through a designated Leidos employee sponsor who agrees to act as a liaison with Leidos Conference Services and contractors (Flik, etc.) regarding logistics coordination, payments, communications, etc.
  - Note: Functions of a personal nature (e.g., jewelry parties, craft fairs, etc.) are not authorized.

## 4.2 Conference Facilities Usage Exceptions

Professional associations, societies, and other outside organizations do not fall within the Conference Facilities Usage Policy and do not qualify as a customer meeting or event. Exceptions may be made with a valid business justification. Please contact Mayra Navar, Global Director, Conference & Dining Services, for more details or to request an exception.

## 4.3 Conference Facilities Booking Process and Relocations

Reservations must be booked via the [EMS Web App](#). Conference Services confirms reservation requests ~30 days prior to an event and reserves the right to change room assignments of comparable size if necessary. Conference Services will not cancel a confirmed reservation without the group's consent. In certain circumstances, a group may be bumped from its reserved space to accommodate a high-level customer or corporate meeting. If this occurs, Conference Services will make every effort to arrange an alternate meeting space and/or date for the group. Conference Services will avoid relocating customers from a reserved meeting space within a 30-day window of the event start date wherever possible.

## 4.4 Extended Conference Facilities Bookings (30+ Days)

Reservation requests for 30 or more consecutive days in duration for a single conference room will result in a monthly rental fee to be applied to the Division's overhead charge code. This fee is retroactive to the first day of the extended reservation and will equal the current rental rate times the usage square footage of the space times the number of days the room is reserved.

## 4.5 Definitions

Please see below for catering guidelines and definitions for Corporate Events & Business Meetings.

### 4.5.1 Corporate Events

A Corporate Event is led and/or hosted by the CEO, an ELT member, the Board of Directors (BoD), etc., and is held on/offsite (within or outside Leidos facilities).

Examples:

- BoD (including Committee meetings)
- ELT & SLT on/offsites
- Corporate and Sector deep dives
- Annual Leadership Summit
- Sector/Functional on/offsites
- CEO Site Visits and Town Halls

### 4.5.2 Business Meetings

A Business Meeting/Event is any gathering that is not considered a Corporate Event and held on/offsite (within or outside Leidos facilities).

Examples:

- Sector/Functional MORs/QBRs
- Employee and Community Events (Blood Drives, Travel Fair, Global Entry Event, Intern BBQ, etc.)
- Day-to-day meetings, conferences and training sessions
- Non-ELT led receptions, dinners, special events, holiday parties

## 4.6 Parameters for Catering Business Meetings/Corporate Events

- No business meeting less than three hours in duration should be catered (excludes beverage service).
- Core hours for catering at Leidos GHQ (Reston, VA), Gaithersburg, MD, and San Diego, CA are 7:30 AM to 4:30 PM local time for that specific location; anything outside these hours will incur a fee.
- A purpose, agenda, and goals/objectives must be established in advance to satisfy the business justification requirement.
- If catering extends beyond lunch (i.e., breakfast, dinner or reception), prior approval is required by an ELT member.

- Business meetings/events taking place at a Leidos facility serviced by Flik are not permitted to use an outside caterer unless otherwise approved by the CEO or an ELT member; if prior approval is received, Flik will coordinate with the outside vendor to ensure Leidos risk is mitigated (Note: additional fees may apply).
- At GHQ, potluck events are approved on the 4th through 17th floors with advance notice to Conference Services. Employees are responsible for delivery, set-up, and clean-up of all food items and related materials. No Flik services are provided for these functions. Any damage to Leidos facilities is the responsibility of the potluck hosting organization.
- For Leidos locations not serviced by Flik, a vendor from a preferred list (to be provided by Conference Services) must be utilized to ensure Leidos risk/liability is mitigated and food safety standards are met.
- For event-related or standalone receptions, the duration should not exceed 90 minutes unless explicit prior approval from the CEO or a member of the ELT is received; evening functions must end by 8 PM unless otherwise approved by the CEO or ELT.
- For evening receptions, hors d'oeuvres are permitted.
- Dinners (plated or buffet) must be approved by the CEO or an ELT member.

#### 4.7 Alcohol Standards

Employees who schedule and/or attend Business Meetings or Corporate Events at Leidos facilities where alcohol is served are expected to comply with the Leidos Code of Conduct and adhere to the following:

- Any alcohol consumed within a Leidos facility must be purchased and served via Flik, or a licensed and insured approved caterer if Flik does not service that location.
- As a standard, regular business meetings should not be catered with alcohol, regardless of time/duration.
- Receptions where alcohol is served must be 90 minutes or less in duration.
- Only beer and wine may be served at any Leidos reception or event; inclusion of liquor requires CEO or ELT member approval.

| CHANGE RECORD |            |             |                           |
|---------------|------------|-------------|---------------------------|
| Revision #    | Date       | Author      | Description of Change     |
| 1.0           | 2025-09-18 | Jill Wilson | New procedure established |